

# Request for Offers (RFO) Addendum

RFO Number: \_RFO0001\_

Addendum Number: \_1\_

Date of Addendum: \_\_5-8-14\_\_

Original Due Date, Time: \_\_5-20-14\_\_ 4:00PM

Revised Date, Time (if changing): \_\_\_\_\_

Title: \_RPO & CLS Web-based Database Application\_

## SCOPE OF ADDENDUM

The following are the Q & A's to the RFO:

1. Please let us know the maximum number of candidates we can submit for both the roles. (

Answer: We have no limit on number of candidates that can be submitted for both roles.

2. The .NET role looks to be heavily data intensive. We would like to know which versions of SQL they are using and if the developer will need any skills with SSIS or SSRS? We also would like to know how much new development will be involved in the project vs. maintenance or enhancements.

Answer: SQL Server R2 or newer. Knowledge and expertise with SSIS is important. The RPO part of the contract will be primarily maintenance, and CLS part of the contract will be all development based on an existing infrastructure. We estimate 30% of the contract will be RPO maintenance, and 70% will be CLS development.

3. Regarding the BA, we would like to know if their own words how technical this role will be as well as just a better understand of how senior of a resource they feel they need for this one.

Answer: Please review Overall Experience on page 5 and 2 d) on page 2. The BA will essentially need to translate the business needs of the subject matter experts to the technical requirements of the developer. While the primary skills of the BA are project management, and work-flow and data requirement analysis and development, the BA should be able to explain technical specifications and limitations to the subject matter experts in order to develop the best possible product.

4. Also, regarding the timeline for the hiring process. What is the interview process going to look like – initial phone screen or is it in person? How many people will they be meeting with? How many interviews would there be total? Who would they interview with?

Answer: Please review SOW Evaluation Process Step 3 on page 6. Interviews will be utilized and implemented as needed per the quality of the proposals received.

5. These are high level consultants you're looking for and they won't be on the market for long. If you find someone you like, how fast can an official offer be made to the consultant to make sure we don't lose them to another role?

Answer: We plan to award a contract by June 13<sup>th</sup> to begin service July 1.

6. Are there any incumbents?

Answer: Yes, for the RPO project.

7. In section Overall Experience, bidders need to provide “samples of work product produced by the business analyst...”. Could you please consider removing this requirement? Candidates, especially strong candidates, are normally not willing to provide the work products they produced for their prior employers since they consider it missing codes of conduct, unethical or even illegal. **Also:** If there is Resistance in providing work sample due to confidentiality, is it ok or Samples have to be provided.

Answer: Please mark any samples of work that should not be shared as *Confidential* or *Trade Secret* and those samples will be reviewed and destroyed in a confidential manner.

8. Will the 2 positions full-time? if so, how many hours/week?

Answer: Please review the Overall Experience section on page 7. Proposers’ Staffing Plans should be included in the work plan submitted with the Proposals.

9. Will our consultants be paid by hourly or by each deliverable delivered and approved?

Answer: Hourly.

10. Will our consultants be working under the RPO-CLS’s supervision and management?

Answer: See Responsibilities Expected of the Selected Vendor page 4, “The consultant will . . . be closely supervised on a daily basis by the RPO staff person in charge of building RPO and CLS web-applications.”

11. In the work plan, are we required to provide budget for each deliverable? Hopefully not since it seems not easy to provide given the deliverables described.

Answer: Please see Overall Experience on page 7. You are required to provide your staffing plan, project Gantt chart, and hourly cost for each resource.

12. If we are approved in only the Analyst space, can we partner with another firm that is approved in the web developer space and do a joint submittal? Or are we able to respond to only the analyst role?

Answer: Please see the opening paragraph on page 1 of the Statement of Work.

13. Based on the work load can we provide a Business Analyst for the first 6 months and later part of the project can we replace the BA into web application Developer?

Answer: Please see 2, d (xv) under Project Deliverables: “All of the above deliverables should be developed over the course of the project as a part of the Agile process. The vendor may propose alternative deliverables as a part of this proposal and during the course of the project.”

14. Web link given about the bluebird methodology is not working.

Answer: The link to Bluebird methodology is an internal link. Following is the description of Bluebird methodology. The MN.IT @ MDH IT Project Portfolio Procedure is a 29-step phase-gate process model that can be used to manage any type of IT initiative including software developments, hardware and infrastructure implementations, system and service enhancements and other types of investments. The process focuses on the management and oversight layer and thus can accommodate both waterfall and iterative development m

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: